

**Capital Area School for the Arts Charter School
Meeting of the Board of Trustees
Monday, December 21, 2020**

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, December 21, 2020 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA and via Zoom.

Board members in attendance: Karen Degenhart, Frank Fleishman, Brian Griffith, Cathy Harlow, Christopher Healy, Connie Kindler, Elizabeth Mullaugh, Dawn Mull, and Fina Salvo

Others/public in attendance: Tim Wendling and Sue Hill, CASA; Cheryl Howard, CASA Charter School Foundation and Jon Bonowitz and Scott Henry, Brown, Shultz, Sheridan & Fitz

1. **Call to Order** – Fina Salvo called the meeting to order at 6:32 p.m.

2. **Roll Call/Additions to the Agenda/Administrative** – N/A

3. **Public Comment on Agenda Items** – N/A

4. **Approval of Minutes**

4.1. Board Meeting Minutes for November 16, 2020

A motion was made by Connie Kindler and seconded by Elizabeth Mullaugh to approve the board meeting minutes of November 16, 2020. Motion passed with all members present voting in the affirmative.

5. **Audit Presentation**

5.1 19-20 Audit Report Presentation – Brown Shultz, Sheridan & Fritz

Jon Bonowitz presented the 2019-2020 Annual Audit Report. There are two items delivered as part of the audit. First, the required communication letter, this letter reports findings of the audit. There were no new accounting policies adopted this year. Second, the financial statements. Scott Henry presented highlights of the financial statements.

A motion was made by Cathy Harlow and seconded by Frank Fleishman to approve the annual audit and noted documents. Motion passed with all members present voting in the affirmative.

6. **Principal/CEO Report**

6.1. Seniors of the Month

Zachary Yaninek, Dance student residing in Susquehanna Township School District
Maya Coover, Visual Art student residing in Harrisburg City School District.

6.2. Enrollment Update – There are currently 193 students enrolled at CASA. A Virtual Open House will be held on January 7, 2021. Auditions for the 2021-2022 school year will begin in February.

6.3. COVID-Related Operations Update – Tim Wendling noted that CASA has been fully virtual since November 17, 2020. He is sending home a letter tomorrow with the goal of bringing students back to a hybrid status on January 19, 2021.

6.4. Items for Approval:

6.5.1. Agreement for Safe Schools Assessment with CSIU/Center for Safe Schools

The threat and physical assessment has been completed for Act 44.

A motion was made by Frank Fleishman and seconded by Elizabeth Mullaugh to approve the Agreement for Safe Schools Assessment with CSIU/Center for Safe Schools. Motion passed with all members present voting in the affirmative.

6.5.2. Verizon Wireless Distance Learning Data Agreement – Mr. Wendling noted that we are using hot spots for students with no internet access. They are great for some students, but students in the Film/Video and Music program have been having issues.

A motion was made by Cathy Harlow and seconded by Karen Degenhart to approve a Distance Learning Data Agreement with Verizon Wireless. The motion passed with all members present voting in the affirmative.

7. **Board President's Report** – N/A

8. **Treasurer's Report**

8.1. November Financial Statement – Dawn Mull presented the November financial statement.

9. **Other Fiscal Matters** – N/A

10. **Budget Administration** – N/A

11. **Personnel Matters**

11.1 Recommended for Employment – Tim Wendling recommended Michelle Shellenberger to the position of Administrative Assistant, with a base salary of \$45,500 to be pro-rated based on the number of days worked for the remainder of 2020-2021 school year. Mrs. Shellenberger's first day of employment will be January 4, 2021.

A motion was made by Brian Griffith and seconded by Dawn Mull to approve Michelle Shellenberger to the position of Administrative Assistant as noted above. Motion passed with all members present voting in the affirmative.

- 11.2. Recommendation for Employment – Mr. Wendling recommended William Hicklin to the position of Special Education Teacher, with a base salary of \$61,303 to be pro-rated based on the number of days worked for the remainder of 2020-2021 school year. Mr. Hicklin’s first day of employment will be February 4, 2021.

A motion was made by Brian Griffith and seconded by Dawn Mull to approve William Hicklin to the position of Special Education Teacher as noted above. Motion passed with all members present voting in the affirmative.

- 11.3. Recommendation for Employment – Mr. Wendling recommended Lauren Martz King as a substitute Math teacher while Kim Dickerson is on childrearing leave. Mrs. King will be paid at the rate of \$125/day.

A motion was made by Brian Griffith and seconded by Dawn Mull to approve Lauren Martz King as a substitute Math Teacher as noted above. Motion passed with all members present voting in the affirmative.

- 11.4. Tuition Reimbursement – Mick Corman

A motion was made by Chris Healy and seconded by Frank Fleishman to approve a tuition reimbursement request from Mick Corman. Motion passed with all members present voting in the affirmative.

12. Committee Reports

Connie Kindler stated she wanted to bring a potential new course to the attention of the board members. Students are requesting we add a highway education course to the curriculum. The cost would be \$95 per student. Students completing this course are eligible for insurance discounts.

13. Policies, Programs, and Governing Documents

- 13.1. Policy 237.1 – Student Electronic Device Policy – Second Reading

- 13.2. Policy 805 – Emergency Preparedness – Second Reading

A motion was made by Elizabeth Mullaugh and seconded by Brian Griffith to approve Board Policy 237.1 and Board Policy 805. Motion passed with all members present voting in the affirmative.

14. Information Items

- 14.1. CASA Charter School Foundation Report – Cheryl Howard gave an update. They have almost finalized the naming rights of classrooms. Donations are coming in. Capital Blue Cross recently made a \$100,000 donation. Online donations of \$3,000 were received on Giving Tuesday.

Ms. Salvo asked about the parent campaign. The parent campaign is at \$3,315.00. Goal was \$20,000. Chris Healy stated the importance of keeping the appeal alive and discussed the video/ad recently completed.

15. **Public Comment on Non-Agenda Items** – N/A

16. **Next Board Meeting Date** - The next CASA Charter School Board of Trustees meeting is Tuesday, January 19, 2021 at 6:30 p.m. The meeting was adjourned at 7:12 p.m.

Upcoming Board Meeting Dates

Tuesday, January 19, 2021 (note different day)
Tuesday, February 16, 2021 (note different day)
Tuesday, March 16, 2021 (note different day)
Monday, April 19, 2021
Monday May 17, 2021
Monday, June 21, 2021